

**BVGC
1999 CONTROLLER'S PURCHASING AUDIT
REPORT RESPONSE**

**Finding
Supporting Observation**

Facilitating Condition

Plan of Action

Target Date

#1

County Code bidding and quotation requirements were not always followed.

- Of 1,018 orders totaling \$3,613,526 reviewed -

*** no formal bids were found for 18 orders totaling \$382,025.**

*** exemptions were erroneously claimed for 14 orders totaling \$597,034.**

*** quotes were not obtained or improperly documented for 9 orders totaling \$56,760.**

*** documentation supporting the selection of higher priced quotes was absent on 5 orders.**

Several of the orders were with vendors who were believed to be hospital coop. vendors.

75% of the total was with an approved state contract vendor. BVGC was unaware that despite being an agency of County government, it required separate registration for participation.

Primary orientation of BVGC purchasing supervisors has been to expeditiously and cost-effectively obtain goods and services to meet resident and facility need.

Projected automated purchase order system will incorporate controls to insure County Code compliance.

Staff authorized to purchase will be instructed as to County Code compliance requirements.

Internal Control Coordinator will monitor compliance.

2nd Quarter 2000

Ongoing

1st Quarter 2000